

JUN 25 2013

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
June 18, 2013**

TOWN OF ...
TOWN CLERK ...

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Members present were Mary Clements, Janet Wieliczka, Mary Blanchette, Jeanne Zulick, Peter Nickerson, Susan Phillips, Library Director, and Patricia Grundman, Assistant Library Director and Children's Librarian. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Cheryl Chamberlin, a Hall Memorial Library staff member, was present at this meeting.
- III. Approval of Minutes of the May 2013 Meeting - The minutes were reviewed by members present, and they found that information that had been discussed under Item X, Trustees' Concerns, had been omitted. The amendment should read the following: Trustee Mary Blanchette had concerns that the Children's desk was, on occasion, un-manned and the children were very and loud and disruptive. Sue Phillips mentioned that the staff member at that time was possibly on dinner break or helping a patron in another part of the library. Mary Blanchette also had concerns about the use of the new generator, which is to be installed. She was wondering what hours the Library will be open during its use and how the system will work. The minutes were unanimously accepted with these corrections (Blanchette/Wieliczka).
- IV. Treasurer's Report – Marcia Downs read the Treasurer's report for May, and income and expenses were discussed by the trustees.
- V. Current Year Budget – A copy of the Year-to-Date budget was reviewed.
- VI. Library Director's Report – Sue Phillips distributed copies of the Library Director's Report dated 6/18/13. The report was read and discussed.
- VII. Friends of the Library Report – Peter Nickerson reported that the company which had previously purchased the leftover books after our book sales is no longer in business. The issue remains to find a source for these unsold books. He added that there will be no meeting in July, and there will be an Ice Cream Social in August.
- VIII. Old Business – 2013 – 2014 Budget - The Trustees finalized the 2013 – 2014 Budget with reducing the overall amount by \$12,000.00. A motion was made (Clements/Wieliczka) and unanimously passed that the reduction comes from the Full Time Salary line item. A motion was made (Blanchette/Nickerson) and unanimously passed to adjust an additional line item at this time, and move \$2000.00 from the Heating Fuel category to the Electricity category.
- IX. New Business – A motion was made (Blanchette/Clements) and unanimously passed concerning the addition to the agenda of the staffing changes effective July 1, 2013. The next motion was made (Clements/Nickerson) to accept the staffing changes as follows:
Cheryl Chamberlin, LA II – 32 hours per week
Debra Cormier, LA II – 32 hours per week

Lisa Kuraska, change from LA I to LA II – 32 hours per week
John Abate, Custodian, - 20 hours per week
Emily Nedwick, LA I – 15-20 hours per week
Francie Berger, Programming/Reference Librarian – approx. 10 hours per week

Also at this time, the decision about the percent of the yearly pay raise has not yet been made. A special meeting will be called in order to implement this raise by 7/1/13, when the rate percent has been set.

- X. Trustee's Concerns – Mary Blanchette informed the Board that the Department of Public Works does not have a plumber on staff, in response to Sue Phillip's request that she needed assistance in a plumbing matter. Mary was curious about custodian John Abate's reaction to the reduction of his hours. Sue Phillips reported that he is in agreement with this change. Also at this time, Mary circulated a copy of a letter from the Selectman's Office that was sent to employees who needed to use up excess accrued vacation time. She stated that this letter was sent to any town employee in this situation.
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 8:45 PM (Clements/Wieliczka) by unanimous vote.

*Respectfully Submitted,
Maurice H. Dumas*